

# Quarterly Underutilization Summary Instructions

## Underutilization

The first quarter report will show the underutilization figures as they appear in the Affirmative Action Plan. Thereafter, each report will indicate the updated status of underutilization.

## Transaction Summary

Promotions: Indicate promotions into new EEO categories. Do not include promotions within the same EEO category, i.e. Clerk I to Clerk II; Accountant II to Accountant III; Executive I to Executive II.

New Hires (Veterans): Report all permanent new hires that are veterans by EEO category.

New Hires (Non-Veterans): Report all permanent new hires that are not veterans by EEO category.

In the boxes, provide a breakdown by number, sex and race. M=Male, F=Female, W=White, B/AA=Black or African American, H/L=Hispanic or Latino, A=Asian, AI/AN=American Indian and Alaska Native, NHOPI=Native Hawaiian or Other Pacific Islander. (Examples: 2AAM, 3WF, 1HF, 1AM)

## Current Summary

The current underutilization is the result of subtracting your affirmative action hires and promotions from the beginning underutilization. Remember, the ending underutilization is the beginning underutilization for the next quarter.

NOTE: Be sure the appropriate Hiring/Promotion Monitors and open competitive lists are available for discussion at the quarterly review meeting with the DHR liaison.

DHR 12-Q (Reverse side)

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